THE ZOOM ROOMS
GUIDE

MOTILDE

zoom | Certified Integrator

INTRODUCTION

The effectiveness with which teams connect and collaborate significantly impacts the performance of an organisation. Since the 2020 pandemic, the demand for more productive meetings has accelerated.

Getting the right video conferencing system in place is the first step towards a quality meeting.
Organisations also need tailored solutions to support collaboration and business exchange.

Zoom Rooms is a video conferencing room solution designed to simplify the way you organise, join and manage your virtual meetings.

In this guide, learn about the different features of this collaboration software and the steps to set it up easily and efficiently.

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1. Features and benefits of a Zoom Room

2. A system suited to all types of rooms

3. How to easily configure a Zoom Room

FEATURES AND BENEFITS OF A ZOOM ROOM

WHAT IS A ZOOM ROOM?

Zoom's two core technologies are :

ZOOM MEETINGS
Zoom Meetings is the core product of Zoom.
It unifies cloud-based video conferencing, simple online meetings, wireless content sharing and group messaging into one easy-to-use platform.

ZOOM ROOMS
A Zoom Rooms license allows meeting room AV equipment to be integrated into the Zoom ecosystem.
This allows meeting participants to easily share content on their screens, use digital whiteboards and communicate with other meeting platforms that are not physically located in the conference room.

IN SUMMARY

Zoom Rooms combines both the essential video conferencing **software** and **hardware** to create an all-in-one environment, making the Zoom experience smooth and intuitive.

FEATURES AND BENEFITS OF A ZOOM ROOM

FEATURES OF A ZOOM ROOM

ZOOM ROOMS FEATURES INCLUDE:

- ✓ Automatic bandwidth adaptation
- ✓ Integration with calendars
- ✓ Customisable visual identity
- ✓ Smart galleries to better display participants in the room
- ✓ Control via mobile application
- ✓ Schedule display with people counting
- ✓ Enhanced voice commands
- ✓ SIP and H.323 support
- ✓ Wireless sharing
- ✓ And more.

FEATURES AND BENEFITS OF A ZOOM ROOM

BENEFITS OF A ZOOM ROOM

YOU CHOOSE THE HARDWARE THAT SUITS YOUR NEEDS

For instance, you can select a passive screen device for a small meeting room and a large touch screen with interactive whiteboard for a conference room. This allows you to create a **tailor-made solution** for better remote collaboration.

THE SOLUTION INTEGRATES WITH YOUR AUDIOVISUAL INSTALLATION

All required audio and video equipment is integrated, making it easy to start meetings, collaborate and change rooms as needed. No more plugging in your laptop or trying to learn a new system for each new meeting. This keeps the user in **a familiar environment**.

GAIN MORE CONTROL

Zoom rooms are becoming **smarter** with features such as touch panel integration and additional settings. These include locking meetings, controlling lighting, displaying non-video participants and renaming cameras. A tablet can also be placed in front of or in the Zoom Room to display availability and upcoming meetings.

A SYSTEM SUITED
TO ALL TYPES OF ROOMS

From integrated kits and devices for your meeting rooms to customised AV systems for your training rooms, combine the Zoom platform with the hardware that best suits your needs. **Zoom Rooms are perfect for :**

MEETING ROOMS
- Teams can come together for impromptu or scheduled meetings.
- Supports touch screens for effective collaboration.
- Affordably priced to fit all your rooms.

CONFERENCE ROOMS
- Fast deployment with standard hardware.
- Up to 3 screens display content, active speaker and participants.

TRAINING ROOMS
- Wireless screen sharing for presentations.
- Multiple camera setup to capture different views.
- Customised audio-visual configuration according to use cases.

OPEN SPACES
Thanks to the sound insulation technology of many Zoom units, Zoom rooms can function perfectly in an open space.

HOW TO EASILY CONFIGURE
A ZOOM ROOM

To begin with, there are questions to ask about **the use of your room,** such as:

01 Has your organisation moved towards a hybrid model or do your colleagues mainly work from home?

02 How many participants can you reach on average?

03 How often will your Zoom Room be used?

04 What support team do you have at your disposal?

Then it is necessary to look at the **audiovisual installation** itself:

- Does the meeting require an LED video wall or a large-scale display?

- What are your power requirements? Will participants need charging stations or docking stations? What are the power requirements for the AV system?

- Have you thought about acoustics? The right acoustic materials and quality soundproofing design and installation will keep your meeting pleasant and confidential.

- And so on...

HOW TO EASILY CONFIGURE A ZOOM ROOM

COMPONENTS NEEDED FOR A "BASIC" ZOOM ROOM

A LARGE SCREEN

Make sure you have a display device with the resolution and video quality you expect in a professional environment. An LCD/LED type monitor is recommended. Additional options and features are a matter of preference.

A COMPUTER

You can easily use an available workstation or a cheap laptop to handle this task. You will only need a keyboard for this machine during the configuration. This PC/Mac will then be dedicated to Zoom Room.

AN IPAD OR TABLET

The requirement here is a touch screen device. This will act as a remote control for your Zoom Room. You will need to set up a wireless connection between your device and the computer in order to access the Zoom software.

MICROPHONE, CAMERA AND SPEAKER

These are all connected to the room system as input and output devices. A separate microphone will not be necessary if you have one built into your camera or speaker. Alternatively, you can purchase a device that handles all three functions.

ZOOM ROOMS LICENCE

With your physical environment in place, all that remains is for you to subscribe to a Zoom Rooms subscription plan (one subscription will be required for each Zoom Room).

HOW TO EASILY CONFIGURE A ZOOM ROOM

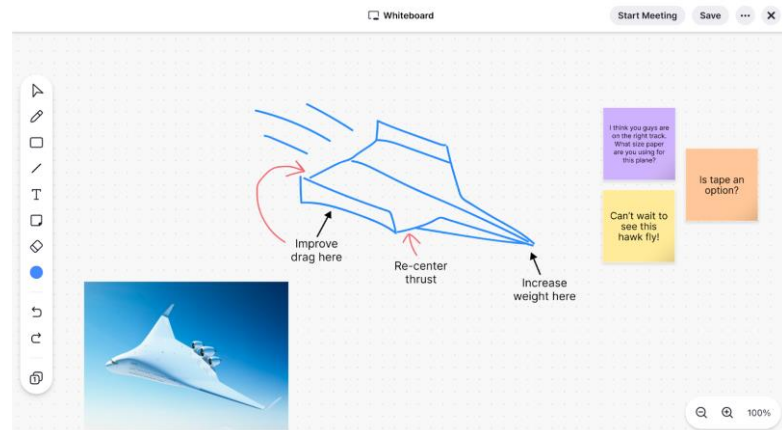## NICE TO HAVE / OPTIONAL EQUIPMENT

ROOM BOOKING DISPLAY

Using a tablet or similar device as a room booking panel, a standard Zoom Room licence allows users to view, create, schedule and edit meetings via the room management tool.

There is then no additional cost, other than the device you choose to use, which can be easily installed, usually requiring only one cable.

INTERACTIVE TOUCH SCREEN

By equipping yourself with this type of display, you can enhance your collaboration experience by taking advantage of the Zoom Whiteboard feature. Provide onsite and hybrid teams with a unified space where they can visually structure their ideas and easily collaborate on online whiteboards. Be aware, however, that not all touchscreens are compatible.

INVITE SIP/H.323 PARTICIPANTS

The Conference Room Connector is a paid option, complementary to your Zoom Rooms licence, which allows H.323/SIP room systems from Polycom, Cisco and others to communicate with your Zoom Room.

HOW TO EASILY CONFIGURE
A ZOOM ROOM

HARDWARE CONFIGURATION

The configuration of your Zoom Room equipment will depend on the choices you make in terms of equipment, the size of your room, the number of participants in your meetings... However, here are a few tips for setting up your audiovisual equipment efficiently:

THE SCREEN

The screen or monitor is the focal point of every virtual meeting. Its position in the Zoom Room space is therefore essential, both for those present and for the participants attending the remote meeting.

THE CAMERA

Position the camera at eye level, if possible, which provides the most natural orientation for face-to-face collaboration. If this is not possible, select a motorised panning camera and tilt it to adjust the viewing angle.

THE MICROPHONE

We recommend it if possible, in the form of a ceiling tile, allowing several sound pick-up zones to be defined within a radius of several meters around the microphone. This way, each pick-up zone (lobe) can be defined and set up independently: width of the pick-up zone, gain, EQ, etc.

CABLE MANAGEMENT

To make your remote meeting professional, no cables should be in the camera's field of view. They should not be visible to your audience. Specialized furniture can usually meet this requirement.

HOW TO EASILY CONFIGURE A ZOOM ROOM
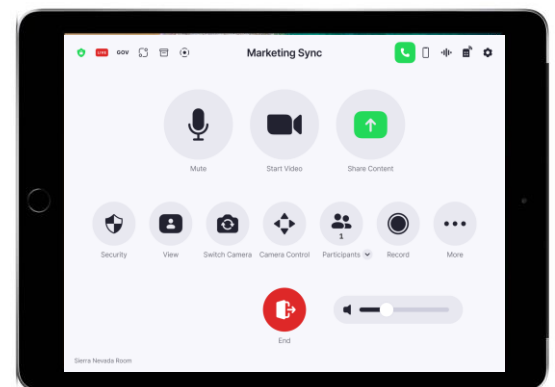
SOFTWARE CONFIGURATION

Now that you have all your hardware components, it's time to connect them together through the Zoom Rooms application:

1. GET YOUR COMPUTER AND IPAD READY FOR FOOLPROOF MODE.

To prevent settings from being inadvertently changed, switch your computer and iPad to Kiosk mode.

2. DOWNLOAD AND INSTALL THE ZOOM ROOMS SOFTWARE

- On your room computer, download and install the "Zoom Rooms for Conference Rooms" software from the Zoom download centre.

- On your iPad, download the Zoom Room Controller app.
- Then follow the instructions in the Zoom Rooms software to complete your installation.

3. CUSTOMIZE

Configure your Zoom Rooms preferences to your liking.

TO CONCLUDE

Installing a Zoom Room is a great way to stay on top of technology and foster **collaboration** within your organisation.
Although the installation may seem complex, a Zoom Room can be set up in almost any space, with new or existing equipment.

Looking for an integrator to help you set up one or more Zoom Rooms?

ASK FOR A PERSONALISED STUDY OF YOUR PROJECT

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